Department of Defense

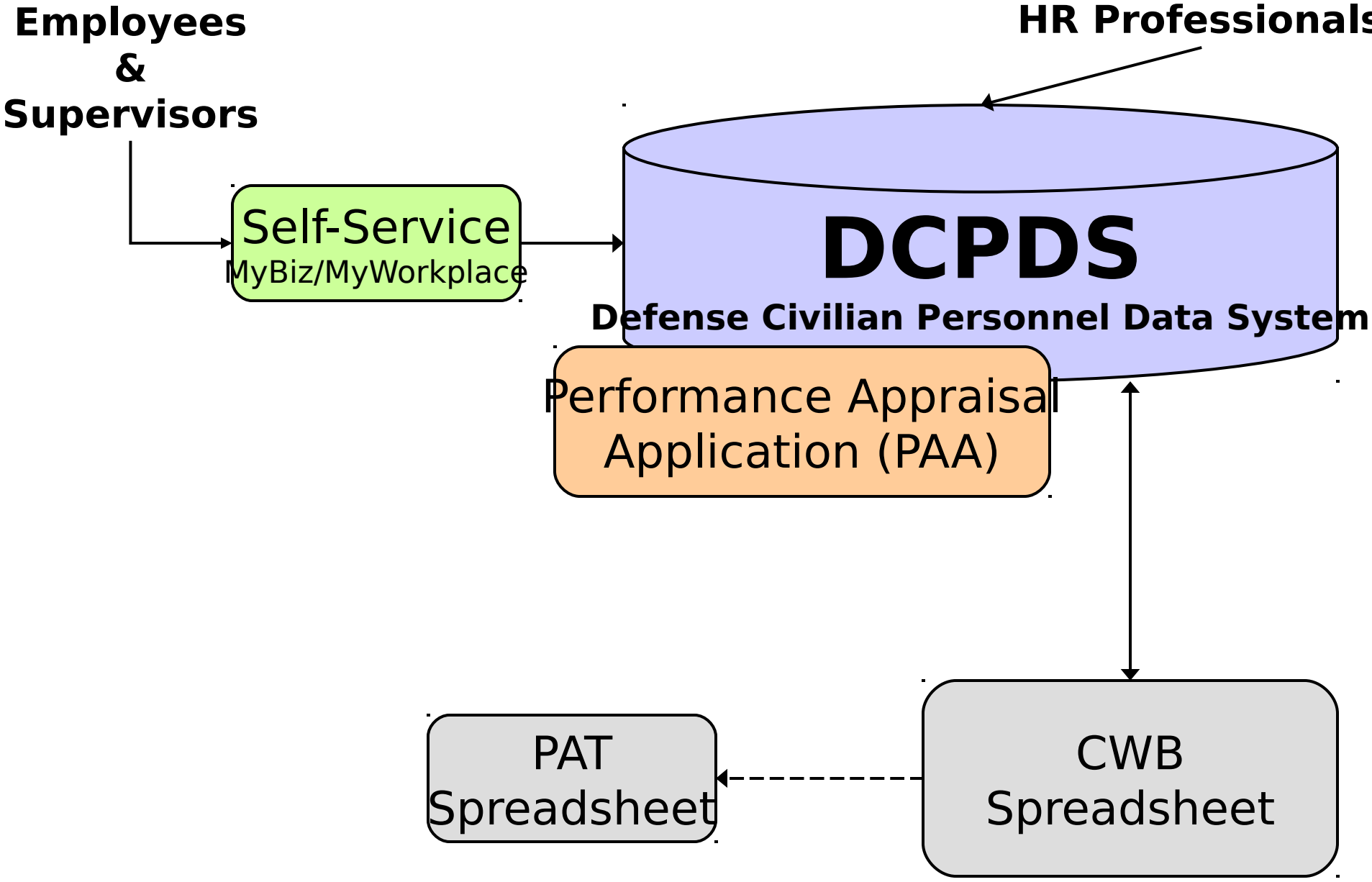
National Security Personnel System

Compensation Workbench (CWB) and Pay Pool Analysis Tool (PAT)

Agenda

- NSPS Automation – The Big Picture
- CWB and PAT Overview
- Pay Pool Data Flow
- CWB and PAT Demonstrations

NSPS Automation – Big Picture



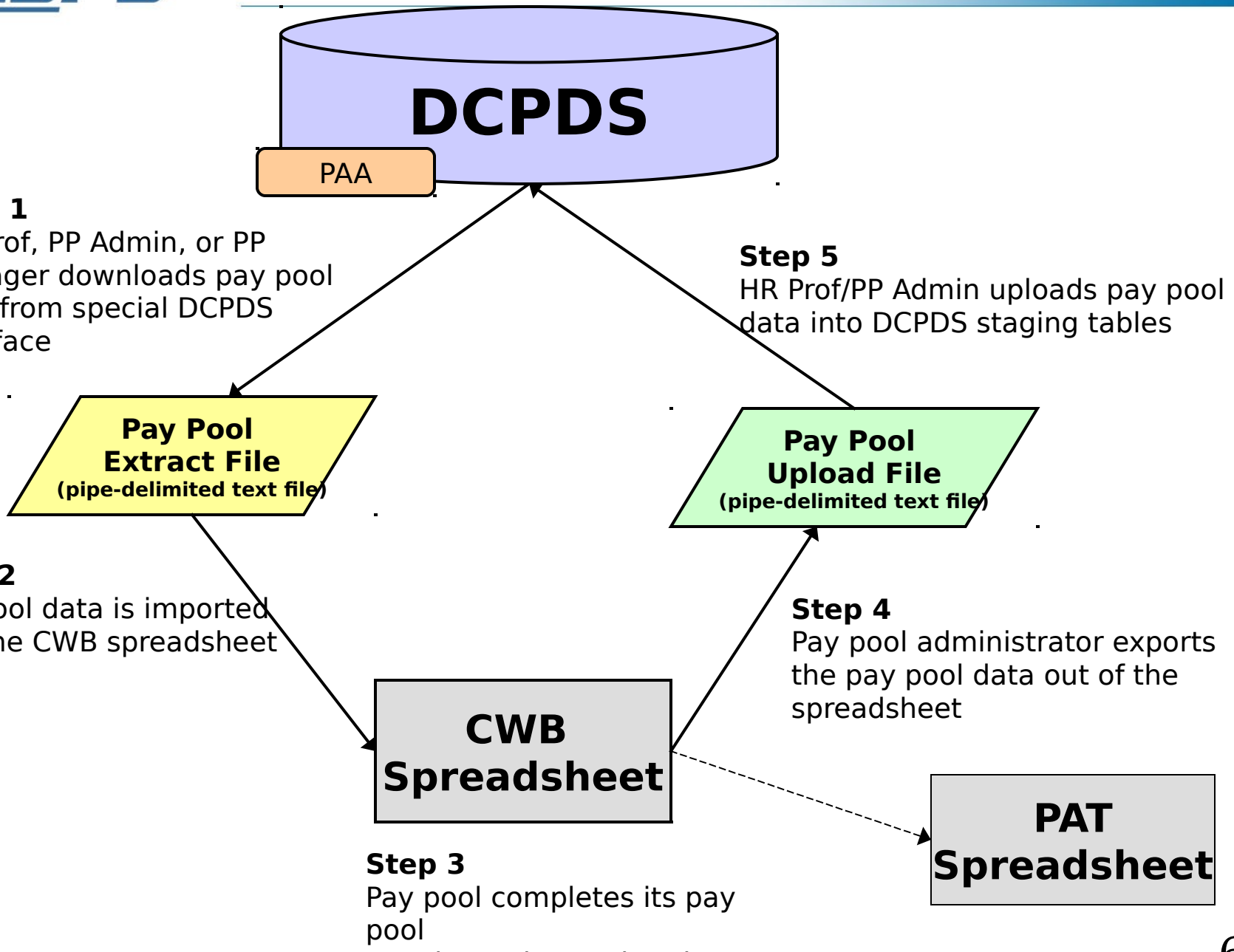
Compensation Workbench (CWB)

- Compensation Workbench (CWB) is a tool used by NSPS organizations to facilitate their pay pool and sub-pay pool panel meetings. It is a spreadsheet similar to the one used during the pay pool panel training and mock pay pool exercises. It contains all the functionality needed to conduct an effective pay pool. Specific functionality includes the ability to:
  - Set a pay pool budget;
  - Assign and reconcile ratings, shares, and payout distributions;
  - Assign and enforce control points;
  - Prorate salary increase and bonus amounts;
  - Distribute OAR and EPI salary increases and bonuses;
  - Determine a final share value;
  - Reconcile your distribution of salary increases and bonuses with your pay pool budget; and
  - Generate a summary of rating, share, and payout distribution for each pay pool member.

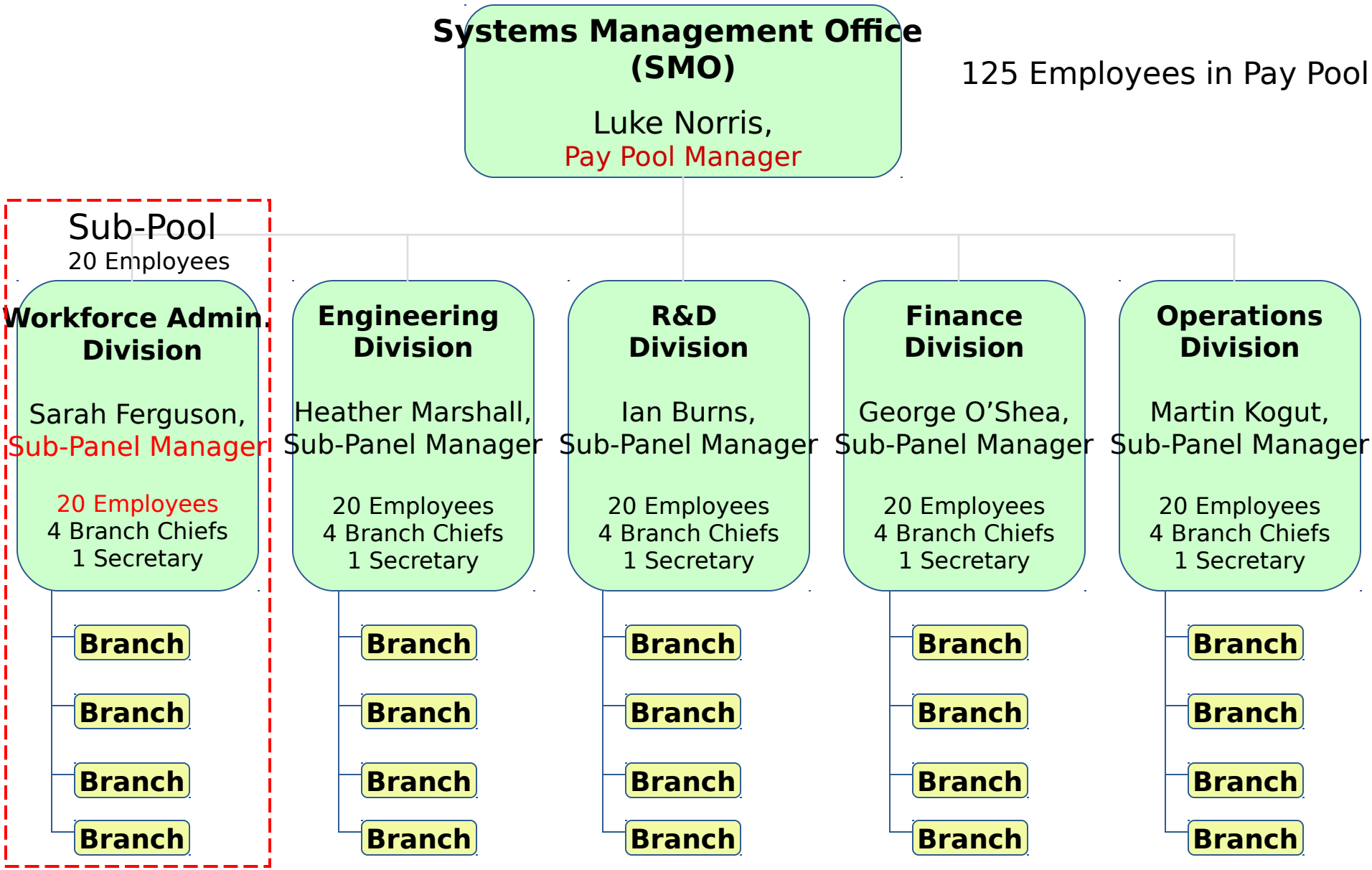
Pay Pool Analysis Tool (PAT)

- The Pay Pool Analysis Tool (PAT) is a spreadsheet that NSPS organizations use to analyze the results of their pay pool panel process. The PAT imports data from one or more Compensation Workbench spreadsheets and automatically generates a variety of statistics, including:
  - Rating and share distributions;
  - Payout, salary increase, and bonus amounts;
  - Pay pool funding and allocations;
  - Net draw;
  - Job objectives counts and contributing factor impact;
  - Pay schedule and pay band counts; and
  - Pay schedule and pay band average salary.

Pay Pool Data Flow

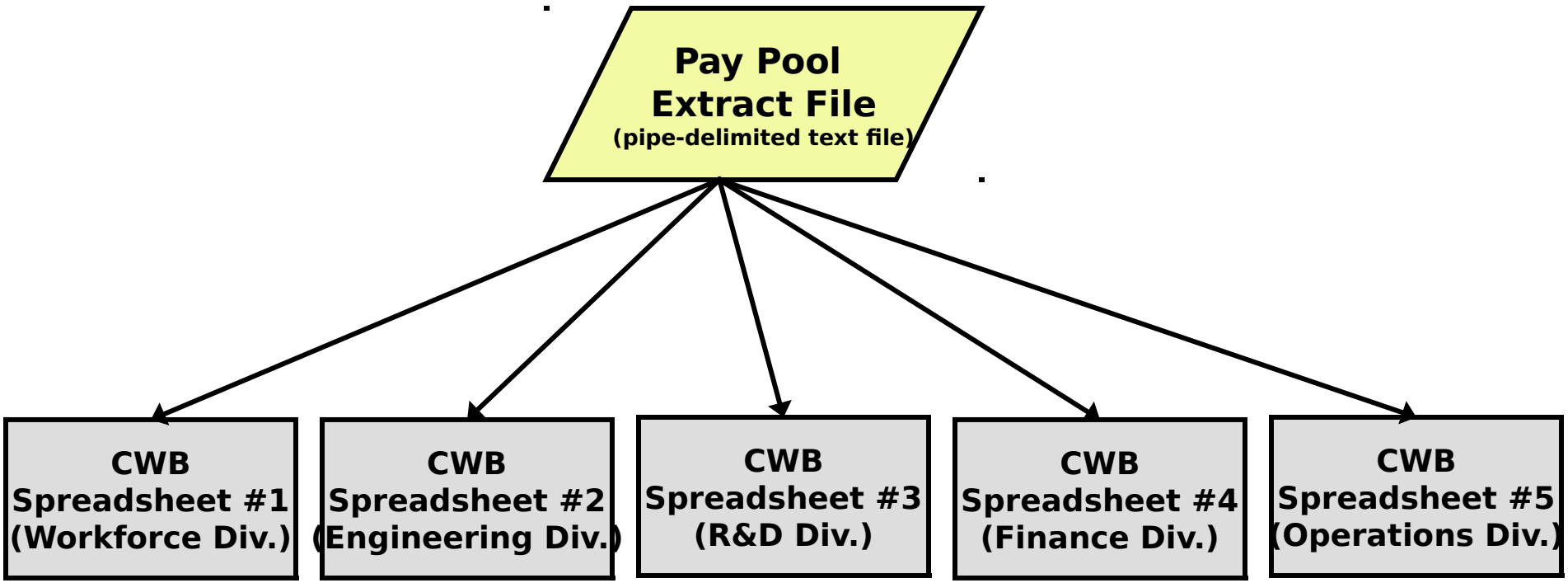

DCPDS
PAA
Step 1
HR Prof, PP Admin, or PP Manager downloads pay pool data from special DCPDS interface
Step 5
HR Prof/PP Admin uploads pay pool data into DCPDS staging tables
Pay Pool Extract File
(pipe-delimited text file)
Pay Pool Upload File
(pipe-delimited text file)
Step 2
Pay pool data is imported into the CWB spreadsheet
Step 4
Pay pool administrator exports the pay pool data out of the spreadsheet
CWB Spreadsheet
PAT Spreadsheet
Step 3
Pay pool completes its pay pool

Example Pay Pool Structure



Creating Sub-Pool Spreadsheets

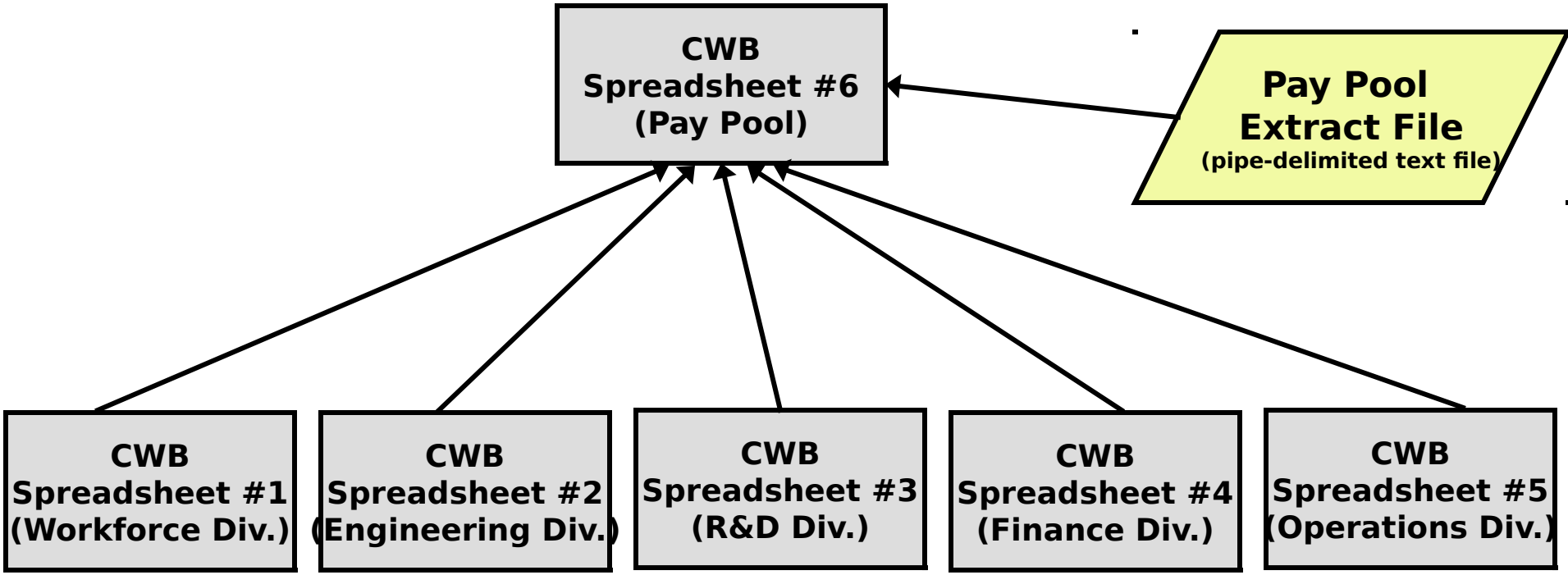
To create the sub-pay pool CWB spreadsheets, only one sub-pool's data is imported into each CWB spreadsheet. This pay pool has five sub-pools – one for each division.



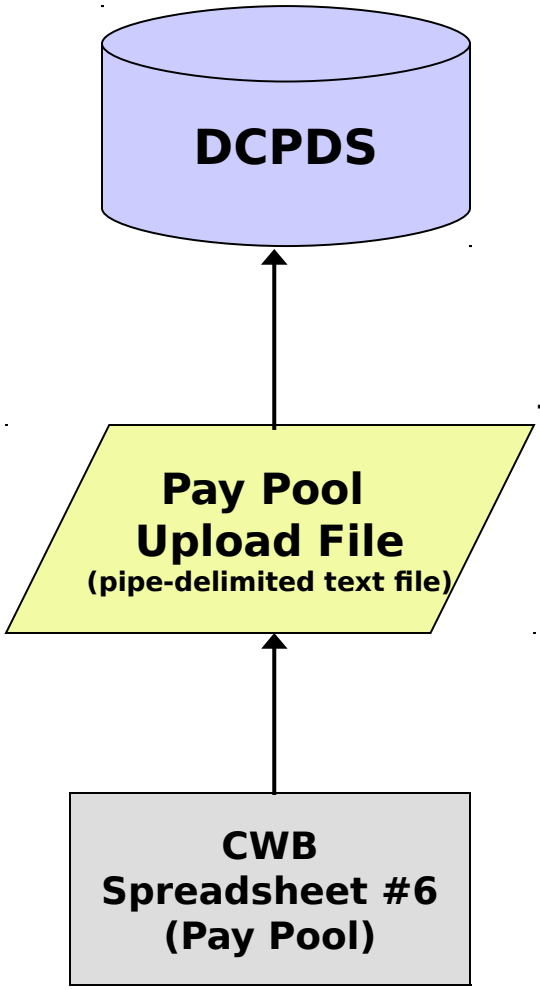
Creating the Pay Pool Spreadsheet

Instead of importing data from the pay pool extract text-file, data is imported directly from the sub-pool spreadsheets.

If employees were not included in a sub-pool spreadsheet (e.g., direct reports to the pay pool manager, etc.), they can be imported directly from the pay pool extract file.


CWB Spreadsheet #6 (Pay Pool)
Pay Pool Extract File
(pipe-delimited text file)
CWB Spreadsheet #1 (Workforce Div.)
CWB Spreadsheet #2 (Engineering Div.)
CWB Spreadsheet #3 (R&D Div.)
CWB Spreadsheet #4 (Finance Div.)
CWB Spreadsheet #5 (Operations Div.)

Uploading Data to DCPDS

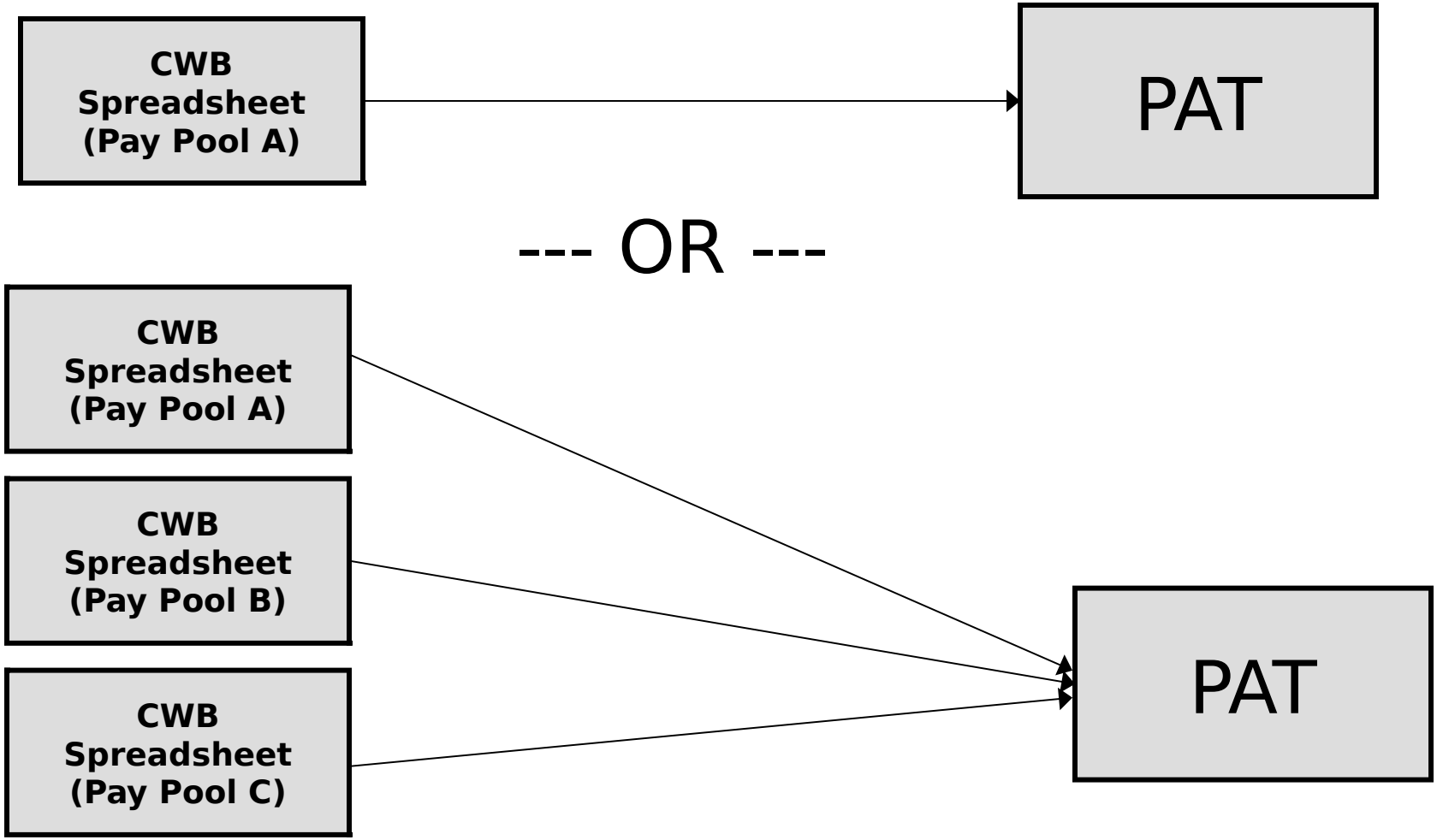


HR Prof/PP Admin uploads pay pool data into DCPDS staging tables

Pay pool administrator exports the pay pool data out of the CWB spreadsheet

Pay Pool Analysis Tool

The PAT imports data from one or more Compensation Workbench spreadsheets and automatically generates a variety of statistics. The PAT will import CWB upload files or the CWBs themselves.



Questions